

DD/A 74-4410

8 NOV 1974

MEMORANDUM FOR: Director, Equal Employment Opportunity

SUBJECT : EEO Affirmative Action Plan - 1975

1. Reference is made to our discussion of 6 November 1974 concerning the Agency's EEO Affirmative Action Plan for 1975.

2. This is to advise that I consider the plan to be quite comprehensive and useful in establishing worthwhile EEO goals for the Agency in the coming year. While I very much endorse the overall thrust of the plan, there are a few minor reservations which I think are worthy of your consideration. These comments are offered in an effort to be constructive.

3. On page 56 it is stated that by June 1975 this Directorate will arrange to employ up to 50 minority group members who are high school juniors and seniors as "assistants to employees" in jobs to which the junior employee might aspire. I do not feel that this proposal is feasible, taking into consideration the need for security clearances, and the inherent requirement for complete security processing. This Directorate would certainly support a program of tours and briefings for metropolitan high school students, along the same general line that was followed for the Malcolm X College group.

4. As was mentioned earlier, the Directorate of Administration will continue to maintain close working contact with METRO in order to improve scheduling to and from the District of Columbia, because it is important to all segments of the Agency. It must be recognized, however, that this is a long-standing problem, and we do not control our own fate in this matter.

5. On page 43 it is suggested that the Office of Personnel prepare a monthly report on the status of women professional recruitment, and on page 46 it is indicated that special processing procedures be applied to these cases. While this Directorate can live with these new requirements, it is our considered opinion that they are ill-advised. As so often happens, a good thing can be overdone, and "special" procedures become the standard approach, to the detriment of the overall program.

6. There is the suggestion on page 48 that some job restructuring be done in lower graded jobs in order to assist the overall EEO effort. I believe the EEO Officers had earlier reached a consensus that the language is somewhat confusing, and the section should be completely reworked or eliminated. I concur in that decision.

STAT 7. It is understood that you will be working directly with [ ] STAT  
[ ] Deputy Director of Personnel for Recruitment and Placement, on personnel oriented facets of the plan. In line with the sentiments expressed on 6 November, I do feel that it is quite important that all recruitment efforts be tied in with, and closely coordinated by, the Office of Personnel.

/s/John E. Blake

John F. Blake  
Deputy Director  
for  
Administration

STAT EO-DD/A: [ ] long (7 Nov 74)

STAT Distribution:

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1 - DD/A Subject w/bkgd (DD/A 74-4262) + (DD/A 74-4256)

1 - DD/A Chrono

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1 - [ ] (FYI)

1 - OP-Mr. [ ] (FYI)

DD/A 74-4262: Memo dtd 29 Oct 74 to EEO Officers fr D/EEO, subj: EEO  
Affirmative Action Plan - 1975

DD/A 74-4256: Draft Affirmative Action Plan for Equal Employment Opportunity  
Calendar Year 1975